



THE CITY OF SAN DIEGO

City of San Diego
Planning & Development Review
Building Development Review
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Building Newsletter 1-1

Revisions to Approved Plans

Interpretations of State and Local Building Codes
1998 California Building Code
Revision Date: July 1999

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The purpose of this building newsletter is to outline procedures regarding revisions to approved plans. All addendum plans shall clearly indicate the changes to be made and shall be reapproved by the appropriate Planning and Development Review Department staff prior to the changes being incorporated into the construction.

I. Content of Plan Revisions

- A. Plan revisions (with signatures where required) must be made with additional sheets used to supplement or replace sheets or details in the approved sets. The revisions must stand alone, and/or be cross-referenced to the remainder of the plans to clearly show the intended changes.
- B. Details or portions of the original plans replaced by the revisions *must* be removed or clearly deleted from the previously approved sets of plans.

II. Procedures Regarding the Field Set of Approved Plans

- A. Whenever changes are made to the approved plans, the approved field set must be brought in to the Planning and Development Review Department plan review engineer for comparison and revision. Two copies of the revised details or sheets must also be brought in for review and approval.
- B. Although there may be specific instances where the plan review engineer or the field inspector may decide not to require the field set to be brought in, these are exceptions to the procedure stated above.

III. Signatures Required

- A. If revisions are made by someone other than the original designer, the following procedures apply:
 1. Where plans are not legally required to be prepared, and are not prepared by a registered/licensed engineer or architect, the owner or contractor of record, or their representatives, may make such revisions. Where changes are proposed by a person not identified on the permit, the owner shall provide a letter informing this department of that individual's authority to make such revisions.

2. Where plans are not legally required to be prepared by a registered/licensed engineer or architect, but actually are prepared by a licensed person, all changes to those plans shall be made by that person; otherwise, the owner shall provide a letter to this department indicating that the licensed person has been relieved of responsibility for the project.
3. Where plans are required to be prepared by an engineer or architect registered/licensed in the State of California, the professional performing the original work, or another registered/licensed person within the firm, shall make such changes. If changes or revisions are proposed by any other person, the owner shall provide a letter informing this department that the original engineer or architect is no longer associated with the project. The letter must indicate the name of the registered/licensed engineer or architect authorized to make revisions and all plans indicating revisions shall be signed by that person.

Only the plans showing revisions are required to be signed by the new engineer or architect but he or she may opt to review and sign all pages of the plans.

- B. When a letter of authorization is required, it shall include the following:
 1. The project name and address.
 2. The plan file and permit numbers assigned to the project.
 3. The name of any person relieved of responsibilities for the project.
 4. The name and extent of responsibility of the new person authorized to make revisions to the plans.

IV. Clearances Required

Depending upon the nature of the revisions, clearances may be required from other divisions, such as Electrical, Mechanical, Zoning, etc., prior to approval of structural revisions.